

21 November 1951

TO: Assistant Deputy Director for Administration  
FOR: Senior Review Committee Concurrence  
FROM: Task Force  
SUBJECT: Travel Expenses for Prospective Agents

Problem

Confidential Funds Regulations provide for the payment of travel and subsistence expenses incurred by prospective staff employees in round trip transportation from their place of residence or business to a point of interview with authorized representatives of CIA. No similar provision is made for payment of travel and subsistence expenses incurred by prospective agents in comparable status. Further, Confidential Funds Regulations are silent regarding financial and administrative controls over travel performed by prospective agents en route to and from a point of interview with authorized CIA representatives.

Discussion

a. Present practice is to reimburse prospective agents for travel performed at the request of CIA officials from confidential funds allotted for projects or project development. There has been no uniform practice of certification by the traveler as to travel performed and expenses incurred. The question has risen whether payment may be made by the Chief, Finance Division on the basis of certification by persons connected with projects or project development without the signature of the traveler. In addition, there has been no single, uniform basis for reimbursement for travel performed by prospective agents. Some have been paid on an actual expense basis while others have been reimbursed in accordance with the terms of Standardized Government Travel Regulations.

b. One suggestion is that regulations should provide administrative controls which would restrict the authority to approve travel of prospective agents to the occupant of a special position thereby protecting the expenditure of confidential funds and strengthening the accounting and audit of funds expended.

It is also felt that:

- (1) Finance Division should be notified prior to authorization of travel wherever possible.
- (2) Finance Division should receive a detailed account of expenditures for travel, including receipts and ticket stubs wherever possible.

- (3) Finance Division should receive a certification in true name signature by the prospective agent that travel has been completed, with a detailed accounting of expenditures for reimbursement.
- (4) There should be a policy of limiting the number of persons authorized to invite prospective agents to a point of interview with promise that travel expenses will be paid.

c. Another position expresses the opinion that existing regulations are adequate and further provisions would be unnecessarily restrictive. Security considerations are paramount, and circumstances of each interview with a prospective agent are so individualized as to be not readily adaptable to formalized regulations and procedures. Operations cannot always be made adaptable to restrictive regulations. Definite provision for restrictions and controls to be placed upon approving travel or prospective agents would tend to place the security of the project in jeopardy by forcing identities, times, and places to be made known.

#### Recommendations

Regulations should make some reference to travel of prospective agents. It is therefore recommended that section 9.2 of the Confidential Funds Regulations be amended as follows:

#### 9.2 Approval

a. Confidential funds may be obligated and expended, within appropriate allocations approved by the Assistant Directors concerned, for projects and project development on the approval of the approving officer concerned.

[b. Travel of prospective agents is a legitimate expense within projects and project development. Senior staff officers or their deputies are authorized to direct travel of prospective agents in support of projects and project development with which their office is directly concerned.

c. Designated approving officers have the authority to approve expense vouchers and certify for performance of such travel on an actual or estimated expense basis or at rates prescribed by Standardized Government Travel Regulations, whichever in their best judgment is most equitable under controlling circumstances.

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d. Approving officers are responsible for determining that such expenses are incurred in the best interests of the United States Government and their signed certification to this effect shall be adequate basis for payment of such expenses from Confidential Funds by the Chief, Finance Division.]

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I do (not) concur: \_\_\_\_\_

Distribution:

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